

## **Geographic Information Technology Standards – Metadata**

Prepared by the Washington State Department of Information Services in collaboration with Washington State Geographic Information Council (WAGIC)

### **Geographic Information Technology Standard for Metadata**

Adopted by the Information Services Board on February 6, 2003

Effective: February 6, 2003

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#### **Introduction**

Metadata plays a fundamental role in successful spatial data management. The objective of this standard is to protect agencies investment in significant geo-data holdings through standardized geo-dataset documentation and; where appropriate, facilitate data reuse and data discovery.

#### **Statutory Authority**

The provisions of RCW 43.105.041 detail the powers and duties of the ISB, including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

#### **Scope**

These standards apply to all executive and judicial branch agencies and educational institutions, as provided by law, that operate, manage, or use IT services or equipment to support critical state business functions.

#### **Exemptions**

None.

#### **Standards**

In support of the above objectives Washington State adopts the Federal Geographic Data Committee's Content Standard for Digital Geospatial Metadata (current version 2.0) and subsequent FGDC/ISO 19115 versions. To facilitate implementation of this standard the Washington State Geographic Information Council (WAGIC) Basic and Working subsets of the FGDC Content Standard for Digital Geospatial Metadata are recognized as an approved implementation pathway.

Metadata created pursuant to this standard will be published on the WAGIC Washington State Geospatial Clearinghouse.

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This standard applies to existing and new ‘significant’ agency geo-datasets. The standard described herein represents the minimum level of documentation required for significant geo-datasets. Whenever practical, the use of the complete FGDC Content Standard for Geo-spatial Metadata is encouraged.”

### **Definitions**

Geo-datasets are digital collections of spatial information primarily managed or edited by Geographic Information System (GIS) software. Although some computer aided design (CAD) systems have GIS like functions, for purposes of this definition, CAD systems are not considered GIS.

‘Significant geo-datasets’ meet one or more of the following criteria:

1. geo-dataset is mission critical for agency or major program or is required for regulatory purposes and/or,
2. estimated or expected life cycle costs or investment exceed \$500,000 and/or,
3. geo-data is regularly distributed outside agency and/or,
4. geo-data holding has been designated significant by Information Services Board.

When completed, datasets developed as part of the Washington State Geospatial Framework will meet this definition.

### **Implementation**

- By August 30, 2003 – agencies list their significant geodata sets and send copy of list to their DIS Senior Technology Consultant
- By January 30, 2004 –all significant geo-datasets are documented at a minimum, to the WAGIC Basic Subset level of standard and, metadata is available on the WAGIC Washington State Spatial Clearinghouse
- By December 30, 2004 – all significant geo-datasets are documented at a minimum, to the WAGIC Working Subset level of standard and, metadata is available on the WAGIC Washington State Spatial Clearinghouse.
- Agency director will confirm implementation status of GIT standards in their annual IT Portfolio Update Confirmation Letter

### **Related Policies, Standards, and Guidelines**

[Geographic Information Technology Standards for Datum and Coordinate System](#)  
[ISB Geographic Information Technology Policy and Standards Process](#)  
[Information Technology Portfolio Management Policy](#)

### **Maintenance**

Technological advances and changes in the business requirements of agencies will necessitate periodic revisions to policies, standards, and guidelines. The Department of Information Services is responsible for routine maintenance of these to keep them current. Major policy changes will require the approval of the ISB.

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### **Appendix A – WAGIC Basic & Working Subset of FGDC/CSDGM**